



## Floor Care and Maintenance Quick Reference Card Procedures

### Routine Maintenance

#### **Dust-Mopping with Microfiber Mops and Vacuum Cleaning Floors**

1. Prepare cleaning equipment and place it in the area where work will begin.
2. Remove debris stuck to the floor (i.e. stickers or gum) using a putty knife or an extended-handle floor scraper.
3. Depending on the size of the cleaning area, vacuum using an OGS-approved backpack or other canister-type vacuum. Beginning at the furthest point of the work area, vacuum using an overlapping back-and-forth motion. Make sure the corners and edges of the floor are clean.
4. Alternatively, use a microfiber dust mop to remove loose soil from the floor including the corners and edges.
5. Dust-mopping pattern: Begin with the mop next to the wall and walk to the other end of the work area. Swivel the mop head so the leading edge remains the same and return to the other end of the work area. Overlap each pass by 2 to 3 inches. Frequently check the microfiber pad and replace it when dirty.
6. Carefully pick up the soil with a dustpan and counter broom when needed. Vacuuming the dirt and pad may be faster and will not release as much dust into the air.
7. Frequently check the microfiber mop pad and replace it when dirty. Place the soiled microfiber pads in a plastic bag until finished.
8. Remove most of the soil from the pad by shaking it outside, away from open doors or windows. Launder the soiled mop heads by soaking them overnight in a cold water-formulated general purpose cleaner, and then rinsing thoroughly in cold tap water. Wring the mop pads out and hang them to dry. Never dry microfiber pads or cloths in a clothes dryer because high heat damages the microfiber material.
9. Clean and return equipment to the storage area or janitorial closet.

#### **Damp-Mopping with Microfiber Mop**

1. Using cold water, properly dilute general-purpose cleaner in a small, 1-2 gallon capacity mop bucket.
2. Prepare cleaning equipment and place it in the area where work will begin.
3. Vacuum or dust-mop floors with a microfiber dust mop before damp-mopping.
4. Place "Wet Floor" signs at each end of the work area.
5. Dampen the microfiber mop by submerging the mop pad in the small mop bucket. Wring out excess solution and attach the pad to the mop head.
6. Mop floor:
  - a. First, mop lengthwise along the baseboards to prevent splashing them.

- b. Mop the remainder of the floor with a conventional Figure 8 or S-motion. Always move away from the wet floor, never into it.

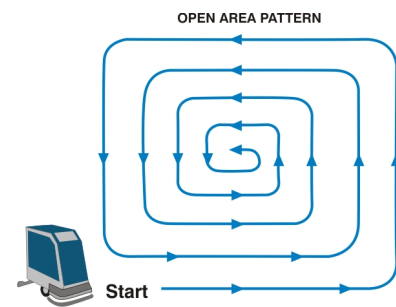
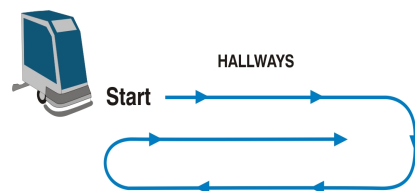
7. Frequently check the microfiber mop pad and replace it when dirty. Never place a dirty mop pad back into the cleaning solution.
8. Remove black heel marks with a dampened white hand pad as you mop.
9. Let the floor dry thoroughly.
10. Check the floor for residual cleaning solution by wiping your hand across it and looking for white powder on your hand. If any residue is found, document the cleaner and its dilution, and investigate the cause of the problem. Using clean cold water, damp-mop again to remove the residue.

### **Cleaning Floors with an Auto-Scrubber**

1. Prepare the cleaning equipment and place it in the area where work will begin.
2. Vacuum or dust-mop with a microfiber mop before using the auto-scrubber.
3. Place "Wet Floor" signs near the work area.
4. Fill the auto-scrubber machine with enough diluted cold water detergent to complete the job.

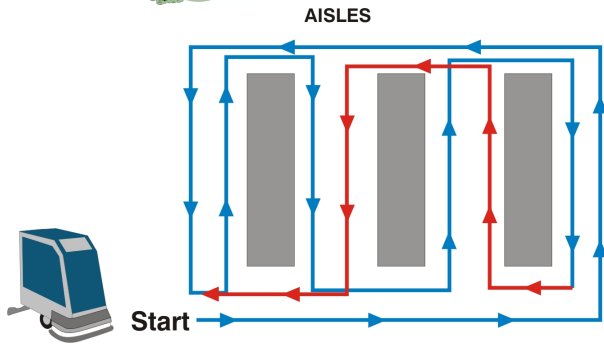
*Note: Dilute the detergent according to the manufacturer's recommendations or preferably use an automatic dilution station.*

5. Move the auto-scrubber to the work area.
6. Start the auto-scrubber and begin cleaning the floor using a brush or pad recommended by the floor finish vendor or manufacturer. Make sure the pad is down and the vacuum is on, and squeegee engaged. Based on the work area, use one of the patterns below.





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7. Mop up excess solution at turns, and, using a microfiber cloth, wipe any walls and baseboards splashed with solution. Use a 16-inch squeegee to pull excess water away from the edge of the wall and pick it up with the auto-scrubber.
8. Clean tight corners using a damp microfiber mop.
9. Let the floor dry thoroughly before beginning the next floor care task.
10. Check the floor for residual cleaning solution by wiping your hand across it and looking for white powder. If any residue is found, document the cleaner and its dilution, and investigate the cause of the problem. Using clean cold water, damp-mop again to remove the residue.
11. Clean and return the equipment and chemicals to the storage area or janitorial closet.

### **Advanced Floor Care**

#### **Floor Burnishing and Refinishing Process**

Floor burnishing and refinishing is recommended when routine floor cleaning does not adequately restore the floor's gloss or shine. The floor burnishing and refinishing process is the removal of the soiled top layers of the floor finish followed by an application of two fresh coats of finish.

1. Remove furniture, mats, and other objects from the work area.
2. Dust-mop and clean floor.
3. Put out "Wet Floor" signs.
4. Ensure the appropriate PPE is used (gloves, goggles, non-slip foot ware).
5. Assemble two buckets with wringers and fill one with clean, cold water and the second with general-purpose cleaner. If cleaning a large floor area, use the auto-scrubbing machine filled with general-purpose cleaner.  
*Note: Gear-driven wringers are recommended because they wring out the most liquid using the least amount of pressure from the user.*
6. Apply the cleaning solution with the mop or auto-scrubber, and let stand for 3 to 5 minutes.
7. Place a manufacturer's recommended brush or pad on the floor machine and go over the floor. Do not allow the floor to dry while scrubbing the area—add additional solution as needed.
8. For larger floor areas, use an auto-scrubber with the proper brush or pad to scrub off the top layer of finish.

9. Along baseboards and other tight areas, apply the cleaning solution and scrub with a scrub or doodlebug pad to remove the top layers of finish. Squeegee the slurry away from the baseboards and other tight areas, and into an area that can be picked up by a wet/dry vacuum or auto-scrubber.
10. Pick up the soiled cleaning solution with a squeegee and wet/dry vacuum, or auto-scrubber.
11. Floor Rinsing:
  - a. Rinse the floor with clean, cold tap water and vacuum up any residue.
  - b. Check the floor for any remaining residue by wiping your hand across it and looking for white powder on your hand. If any residue is present, rinse the floor again and vacuum it dry. Repeat until the floor is clean and residue-free.
  - c. Wash splash marks from the walls and furniture.
  - d. Clean equipment.*Note: Use a floor fan faced away from floor to speed drying. **THE FLOOR MUST BE DRY** before proceeding.*
12. Floor Burnishing:
  - a. For propane or battery-operated burnishing equipment, there is no need to use a spray-on finish or mop-on finish (restorer) process. Under the NY-CHPS guidance, propane operated burnishing equipment should not be used indoors. Simply burnish the floor and determine whether the finish looks satisfactory.
  - b. For hand-held burnishing equipment (1,500 to 2,500 revolutions per minute), use either a spray-on finish or mop-on finish (restorer) application. Always consult with the floor finish vendor or manufacturer for specifics.
13. Floor Refinishing:
  - a. Remove any residue or powder left behind from the burnishing process before applying a coat of floor finish.
  - b. Place the OGS-approved and diluted floor finish in a lined clean bucket.
  - c. Using a finishing mop, apply the floor finish starting at the furthest point of the work area.
  - d. Apply the finish in medium coats; be careful the coat is not too thin, which will cause dry streaking, or too heavy, which will form a dry skin on the surface but remain soft underneath.
  - e. Wipe any splattered finish off baseboards with a cleaning solution and microfiber cloth.
  - f. Once the first coat of floor finish is dry (observe the manufacturer's recommended drying times, usually between 30 to 60 minutes) and either burnish and apply a second coat of floor finish, or just apply the second coat without burnishing (refer to manufacturer's instructions for best results).
  - g. Check the manufacturer's instructions to determine when to burnish the final coat of floor finish.



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14. Keep traffic off the floor as long as possible.
15. Remove the "Wet Floor" signs when tasks are completed.
16. Clean and return the equipment and chemicals to the storage area or janitorial closet.

### Floor Stripping and Restoration

Note: For best results, always check the manufacturer's instructions for specific information on floor machines and applying floor stripper and floor finish.

Before beginning, make sure:

- The school or facility is not being used and no activities are scheduled;
- Workers can properly ventilate the school; and
- Enough time is available to strip the floors, apply several coats of finish, and burnish the floors.

### Floor Stripping

1. Remove furniture, mats, and other objects from work area.
2. Dust-mop and clean the floor.
3. Put out the "Wet Floor" signs.
4. Use required PPE (gloves, goggles, and non-slip footwear).
5. Prepare the cleaning equipment and place it in the area where work will begin.
6. Select a floor machine and the appropriate manufacturer recommended brushes or pads.
7. Prepare three mop buckets (color-code the buckets and mop handles with colored tape or labels): a stripper solution bucket, rinse bucket, and floor finish bucket. Line the floor finish bucket with a trash receptacle liner before adding the finish. For the finish mop, use a looped-end rayon-blended fiber mop designed for applying floor finish.
8. Apply stripper solution freely to the floor with the mop.
9. Allow the stripper solution to stand for 5 to 10 minutes. Do not allow the solution to dry on the floor. Add more if necessary.
10. Use an appropriate slow-speed floor machine. Consult with the floor finish/stripper vendor or manufacturer for the appropriate brushes or pads.
11. For tight areas and along baseboards, use a scrub pad or doodlebug pad to remove the finish. Squeegee the slurry away from the baseboards and other tight areas and into an area that can be picked up by a wet/dry vacuum.
12. Using a floor squeegee and wet/dry vacuum, pick up the stripper slurry. Do not allow the stripper solution to dry on the floor after vacuuming.
13. Check the floors for remaining floor finish and re-strip areas, if necessary.
14. Immediately rinse the floor by mopping it with cold water. Mop along baseboards and corners first, followed by a "Figure 8" mopping motion between the walls. Remember to slightly overlap each pass with the mop.

15. Before it dries, wipe any floor stripper splatters off the walls and baseboards with a damp microfiber cloth.
16. After rinsing each work area section, move the equipment to the next area to be cleaned.
17. Let the floor dry. Use a floor fan faced away from the floor to speed drying.
18. Check the floor for any remaining residue by wiping your hand across it. If residue is present, rinse the floor again.

### Apply Floor Finish

1. Prepare for floor finish application.
2. Make sure the finish mop is clean and well rinsed before using.  
*Note: Do not place a dry finish mop directly into the finish. The air in the mop will cause the finish to foam. Soak the mop in clean water and wring it out before placing it into the floor finish.*
3. Dip the mop into the finish. Partially ring out the bottom two-thirds of the mop, using approximately half of the pressure normally applied when wet-mopping.
4. Apply the finish in medium coats of thickness. Be careful the coat is not too thin, which will cause dry streaking, or too heavy, which will dry on the surface but remain soft underneath.
5. Wait for each coat of finish to completely dry before adding another. Follow the manufacturer's suggested drying times between each coat.
6. Apply the manufacturer's recommended number of floor finish coats. In addition, check recommendations to see if burnishing is recommended after each coat has dried.
7. Before it dries, wipe off any finish splatters from the base-boards and walls with a damp microfiber cloth.
8. Remove the "Wet Floor" signs when work is completed.
9. Keep traffic off the floor as long as possible, or at least 36 hours.
10. Follow the manufacturer's recommended time before burnishing the final coat, if needed.
11. Clean and return the equipment and chemicals to the storage area or janitorial closet.



**For additional information, visit the  
New York State Green Cleaning Program website at:  
[Greencleaning.ny.gov](http://Greencleaning.ny.gov)  
or contact the OGS Environmental Services Unit at:  
518.408.1782**